



THE CITY OF WOOSTER, OHIO IS NOW ACCEPTING APPLICATIONS FOR ACCOUNTANT I

The Accountant I position as a member of the finance team will ensure accurate processing, recording, maintenance, operation and continuous improvement of various City accounting/finance/reporting systems including, but not limited to, accounts payable and income tax.

MINIMUM QUALIFICATIONS: Qualified candidates must have a Bachelor's degree from an accredited college/university in accounting or closely related field and a valid motor vehicle license issued by the State of Ohio. Must meet insurability guidelines. Candidates must have work experience using computers and knowledge of Microsoft Office Products. Previous work experience in accounts payable or income tax is preferred. The primary work function will be income tax. Work experience in government accounting or finance is a plus. Qualified candidates will be able to resolve complex issues, be able to accurately enter data into multiple computer programs, have excellent customer service skills, have the ability to make decisions and use good judgment, and have excellent interpersonal and communication skills.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. Applications will be accepted until the position is filled. Applicants are required to complete an application for consideration. Applicants are also encouraged to include a resume with their application.

**EQUAL OPPORTUNITY EMPLOYER
F/M/H
WOMEN AND MINORITIES ENCOURAGED**

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Accountant I	CLASSIFICATION:	Unclassified
DIVISION:	Accounts Receivable	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Finance	PAY SCHEDULE:	SC&A
POSITION CONTROL:	71-50002	PAY GRADE:	6
REPORTS TO:	Deputy Director of Finance	PAY RANGE MINIMUM:	\$ 50,242.08/Annual
SUPERVISES:	n/a	PAY RANGE MAXIMUM:	\$ 77,239.31/Annual

Job Summary

The Accountant I position as a member of the finance team will ensure accurate processing, recording, maintenance, operation and continuous improvement of various City accounting/finance/reporting systems including but not limited to; accounts payable and income tax.

Essential Job Functions and their Measure

1. Responsible for the maintenance and operation of various City accounting/reporting/finance systems
 - a. Manage workflow to ensure finance transactions are processed accurately and timely
 - b. Maintain accurate records and processes timely cash receipts, cash disbursements and journal entries
 - c. Audit financial systems/transactions for accuracy
 - d. Audit financial responsibilities of various City Divisions and Departments
 - e. Monitor purchasing and Operations and Maintenance budgets of all City Divisions and Departments and report concerns as appropriate
 - f. Maintain accuracy of multiple database systems in a timely manner including vendor database, income tax software and/or utility billing software
 - g. Prepare 1099 forms
 - h. Prepare journal entries to record expenses
 - i. Maintain accurate capital asset records and accounting
 - j. Conducts reviews and audits of financial and accounting records
 - k. Researches financial variances and analyzes financial data
 - l. Perform other such duties as assigned
2. Demonstrates the ability to provide excellent customer service to all customers
 - a. Respond to and resolve internal and external customer inquiries in a professional, timely and courteous manner
 - b. Demonstrates the ability to establish and maintain effective working relationships with co-workers, supervisor, department heads, city officials, and the public
 - c. Maintains confidentiality of all records and information
3. Responsible for effective verbal, written and electronic communication
 - a. Communicate status of projects/work load to supervisor
 - b. Document and maintain accurate and up to date procedures for various financial systems
 - c. Responsible for completing all records and reports as required
 - d. Write legibly, maintain accurate information, and use proper spelling, grammar
 - e. Communicate information effectively, accurately and timely

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- Bachelor's degree from an accredited college/university in accounting or closely related field required
- Valid motor vehicle license issued by the State of Ohio required. Must meet insurability guidelines.

Work Experience

- Previous work experience in accounts payable or income tax is preferred
- Previous work experience in government accounting or finance preferred
- Previous experience using computers and knowledge of Microsoft Office Products is required

Knowledge, Skills & Abilities Required

- Knowledge of professional financial management and accounting practices and principles
- Knowledge of advanced customer service principles and techniques
- Ability to resolve conflicts with our customers and the public in general
- Skill in entering and retrieving data into/from computerized database
- Ability to enforce applicable policies with firmness and fairness
- Ability to make educated decisions and use good judgment
- High skill in establishing and maintaining effective working relationships with all customers and contacts
- Ability to follow and/or prepare complex oral and written procedures
- Ability to use multiple computer applications
- Must have excellent interpersonal and communication skills
- Ability to learn and apply City of Wooster codes/ordinances regarding accounting and finance functions

Physical Requirements

- Primarily in a public office-building environment
- Sufficient clarity of speech and hearing which permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone
- Sufficient visual acuity which permits the employee to comprehend written work instructions, review, evaluate and prepare a variety of written materials and documents
- Sufficient manual dexterity which permits the employee to operate standard office equipment and personal computer
- Sufficient mobility and flexibility which permits the employee to work in an office environment
- Must occasionally lift and/or move up to 50 pounds
- Occasionally works near moving mechanical parts and is exposed to the risk of electrical shock and odorous vapors

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____